

U. S. BANKRUPTCY COURT
Northern District of Oklahoma

Position: **Records Clerk (Temporary)**

Location: **Tulsa, Oklahoma**

Grade: **CL 22 (\$20,541 - \$25,697)**
(Depending on qualifications)

Closing Date: **June 30, 2003**

Position Overview

This position is located in the United States Bankruptcy Court. The Records Clerk is responsible for maintaining the case files for the Court, scanning pleadings for electronic access, and assisting with case closings. Other functions could include items such as: metering outgoing mail daily, routing of interoffice mail between the Bankruptcy Court and the District Court daily, and retrieving files at the request of the public.

This position is temporary for one year and one day.

Qualifications

The incumbent should be dependable, detail oriented, with a professional attitude, the ability to work well with others and possess good communication skills. Qualified applicants must have a high school diploma or equivalent and a minimum of one year of office/clerical experience.

Benefits

Employees of the U. S. Bankruptcy Court are Excepted Appointments and are not included in the government competitive service classification (Civil Service) system. Positions are classified and graded by the Court Personnel System.

A generous benefits package is available to employees which may include:

- Ten paid holidays a year
- Paid annual leave in the amount of 13 days per year
- Paid sick leave in the amount of 13 days per year
- Optional participation in a choice of Federal Employees Health Benefits Plans with pre-tax deductions
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in Long-Term Care Insurance
- Optional participation in private Long-Term Disability Plan
- Optional participation in a pre-tax program for Dependent Care, Medical Care
- Retirement benefits
- Thrift Savings Plan including investment options and matching benefits
- Parking provided

Information for Applicants

Applicants should submit resume by June 30, 2003, to:

Personnel Officer
U. S. Bankruptcy Court
224 South Boulder Ave, Rm. 105
Tulsa OK 74103

Resumes will also be accepted by fax at (918) 699-4097, or by email to

Charlene_Hunter@oknb.uscourts.gov

This position is subject to mandatory Direct Deposit. Employees are required to adhere to the Code of Conduct which is available to review upon request. The Bankruptcy Court hiring procedures follow the guidelines set out in the EEO/EDR Plan, a copy of which is available to review upon request.

The successful candidate for this position is subject to a full National Crime Information Center (NCIC) background records check.